



# Finance Section

## Pinal County Emergency Operations Center

### **Finance / Administration Section**

### Functional Positions



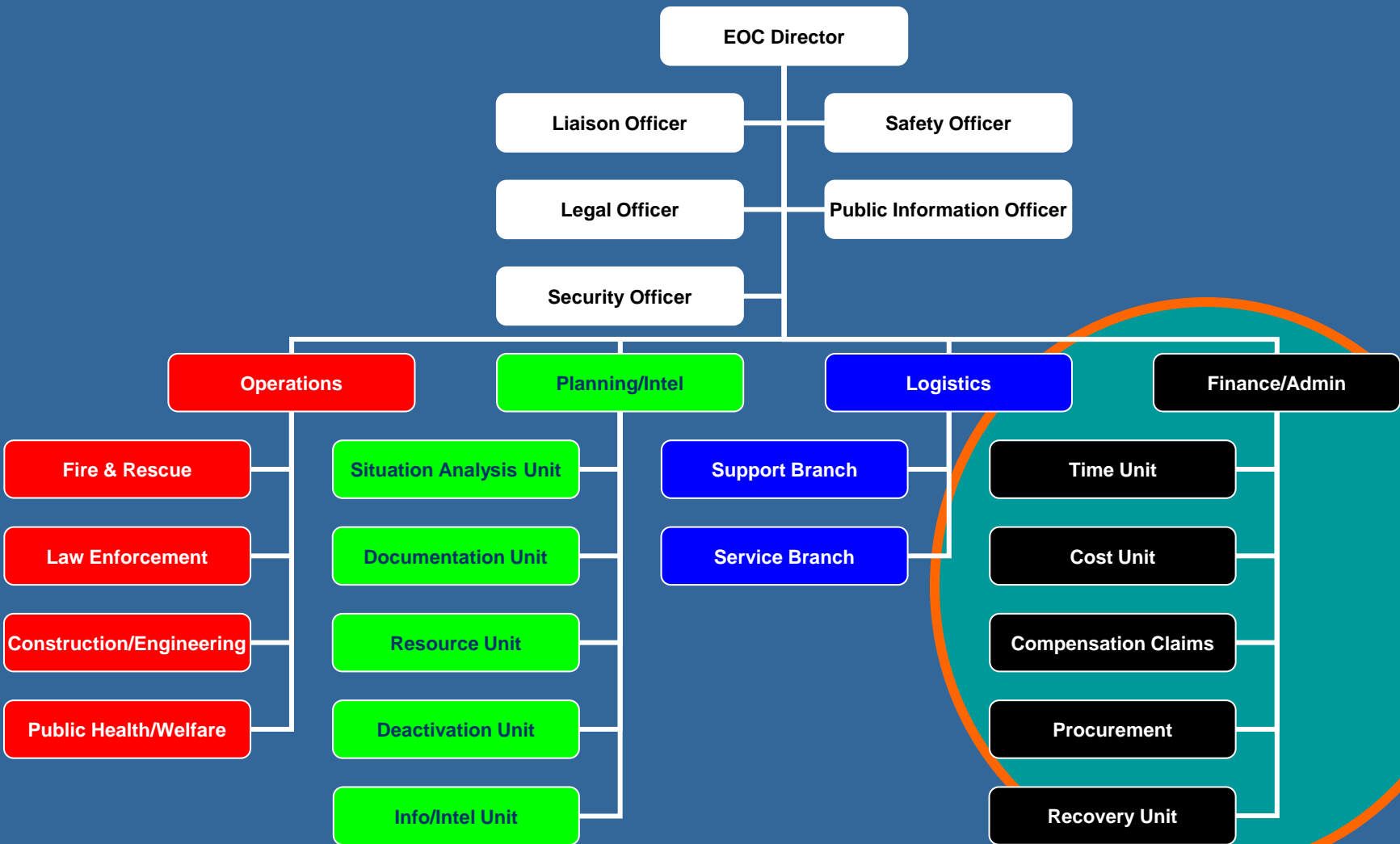
# Finance Section

## Course Objectives

- By the end of this course you should be able to describe the primary Finance and Administrative functions as demonstrated.
- Describe the duties and responsibilities of the different Finance and Administrative EOC functions.

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## EOC Functional Organizational Chart





# Finance Section



## EOC Staffing

- Staffing level is determined by situation during an emergency.
- EOP defines the level of activation which dictates number of personnel required to operate EOC functional areas.
- Span of Control is 1:7 (i.e. one supervisor for up to seven sub-functions. Optimal is five!



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## Generic Checklist **Activation**



- Key staff personnel report to EOC and check-in upon arrival.
- Set-up work station & review position responsibilities.
- Establish & Maintain a position log (ICS-214).
- Determine resource needs/copies of plans/reference documents.



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## Finance/Admin Section Functional Description

- The more common Finance/Admin Section Positions include:

Finance/Admin Chief

Time Unit Leader

Cost Unit Leader

Compensation/Claims Unit Leader

Procurement Unit Leader

Recovery Unit



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## Finance/Administrative Section Chief **Responsibilities**

- Manages all financial, administrative and cost analysis aspects of the emergency.
- Ensure that **all** on-duty time is recorded for **all** emergency response personnel.
- Determine purchase order limits for the procurement function in Logistics.



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## Finance/Administrative Section Chief During Activation

- Ensure the Finance/Admin Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Ensure that sufficient staff are available for a 24-hour schedule.
- Determine the level of purchasing authority to be delegated to Logistics Section.



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## Finance/Administrative Section Chief During Operations

- Ensure that the Recovery Unit maintains all financial records throughout the emergency.
- Ensure that the Time Unit tracks and records all agency staff time.
- Ensure that the Purchasing Unit processes purchase orders in a timely manner.
- Ensure Comp/Claims Unit conduct all worker's comp claims, resulting from the emergency.



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## Time Unit Leader Responsibilities

- Track, record and report all on-duty time for personnel working during the emergency.
- Ensure that personnel time records, travel expense claims and other forms are prepared and submitted to budget and payroll.



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## Time Unit Leader During Operations

- Initiate, gather or update time reports from all personnel, including volunteers.
- Obtain complete personnel rosters from the Personnel Unit.
- Provide instructions for all supervisors to ensure that time sheets and travel expenses claims are completed properly and signed prior to submitting them.



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## Cost Unit Leader Responsibilities

- Responsible for collecting cost information, performing cost-effectiveness analyzes and providing cost estimates and cost savings recommendations.



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## Cost Unit Leader During Operations

- Establish/implement an accounting system and special cost codes associated with an emergency.
- Monitor all emergency expenditures.
- Ensure all sections and units are documenting cost related information.
- Collect and compile cost information at the end of each shift.



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## Compensation/Claims Unit Leader Responsibilities

- Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by worker's compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which may include results of an investigation.



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## Compensation/Claims Unit Leader During Operations

- Maintain a chronological log of injuries and illnesses and property damage reported during the emergency.
- Investigate all injury and damage claims as soon as possible.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Forward all equipment/property damage claims to the Recovery Unit.



## Procurement Unit Leader Responsibilities

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Supply Unit on all matters involving the need to exceed established purchase order limits.



## Procurement Unit Leader During Operations

- Review the emergency purchasing procedures.
- Prepare and sign contracts as needed.
- Complete final processing and send documents to Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.



## Recovery Unit Leader Responsibilities

- Determine impacts of the emergency requiring recovery planning.
- Initiate recovery-planning meetings with appropriate individuals and agencies.
- Develop the initial recovery plan and strategies.



## Recovery Unit Leader During Operations

- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed.
- Develop a recovery plan and strategy for the jurisdiction or agency.



# Finance Section

## Generic Checklist **Deactivation**

- Deactivate position and close out log when authorized.
- Complete all required forms and submit to Planning Section, as appropriate.
- Provide input for after-action report.
- Thoroughly brief person relieving you.
- Clean up workstation.
- Ensure proper CHECK-OUT upon EOC Deactivation.
- Leave your contact number where you can be reached.



# Finance Section

## EOC Finance Section

# THANK YOU!

# Any Questions??